



## International Student Application for Admission Form

Interested in enrolling at Rolleston College as an International Learner? Simply follow the six easy steps below.

### 1. Complete and Sign Rolleston Application for Admission Form

Read and complete all sections in ENGLISH using BLOCK LETTERS.

- Student Information
- Agent Information
- Medical Information
- Insurance Information
- General Information
- Accommodation Information

Carefully read and sign Agreement Terms and Conditions. If unsure ask questions prior to signing

- Tuition Agreement (Page 6 - 10)
- Homestay Accommodation Agreement (Page 11-14)
- Designated Caregiver Agreement (Page 15 - 16)
- Education Outside the Classroom (Page 17)
- ICT Agreement (Page 18 - 19)

### 2. Attach Supporting Documents

Check that you have added these additional documents, so we have everything we need to process your application.

- One passport sized student photo.
- A photocopy of student passport.
- Recent School Report (In English) from schools attended
- Recent ESOL or equivalent English proficiency test results (if available)
- A photocopy of parents passports

### 3. Scan and Email completed Enrolment Form and supporting documents to [alison.xie@rollestoncollege.nz](mailto:alison.xie@rollestoncollege.nz)

### 4. If we ask for it you can post original Enrolment Forms and supporting documents to

Postal Address

PO Box 86045

Rolleston West 7658

Selwyn District, New Zealand

Rolleston College

631 Springston Rolleston Rd,

Rolleston 7678

Selwyn District, New Zealand

### 5. Apply for a student visa

If your application is successful, we will send you a Conditional Offer of Place. Use these documents to apply for your student visa. For assistance with the student visa application process, refer to our helpful [visa guide](#).

### 6. Visa Approved, let us know!

Once your visa is approved in principle, let us know by scanning through a copy of your Visa to [alison.xie@rollestoncollege.nz](mailto:alison.xie@rollestoncollege.nz)

## STUDENT INFORMATION

Student Details (Name must be as it appears on your passport)	
Family name:	
First name:	Date of birth:
Preferred name:	<input type="checkbox"/> Female <input type="checkbox"/> Male
Email:	Mobile:
Address: (In home country)	
First language:	Country of citizenship:
Passport number:	Expiry date:
Intended start date:	Intended end date:
Applying for year level: <input type="checkbox"/> Year 9 <input type="checkbox"/> Year 10 <input type="checkbox"/> Year 11 <input type="checkbox"/> Year 12 <input type="checkbox"/> Year 13	
<a href="#">Supporting documents to include and submit with application</a> <input type="checkbox"/> A photocopy of student passport that verifies passport number and expiry date provided above. <input type="checkbox"/> One passport sized Student Photo.	

Parent One Details (or legal guardian) - Name must be as it appears on your passport		
Title:      Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Dr <input type="checkbox"/>		
Family name:	Date of Birth:	
First name:		
Street Address		
Postal Address		
Home Phone:	Mobile:	Email:
First language:	Country of citizenship:	
Passport number:	Expiry date:	

Parent Two Details (or legal guardian) - Name must be as it appears on your passport		
Title:      Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Dr <input type="checkbox"/>		
Family name:	Date of birth:	
First name:		
Street address:		
Postal address:		
Home phone:	Mobile:	Email:
First language:	Country of citizenship:	
Passport number:	Expiry date:	

Emergency Contact (In home country, other than parents):	
Contact's name	
Relationship to Learner	
Mobile phone	
Home phone	
Email address	

## AGENT INFORMATION

Agent Information (If using an agent)	
Agency name:	
Agent name:	
Agent email address:	Phone:

## MEDICAL INFORMATION

Doctor		
Name of Clinic / Doctor in NZ		
Phone number of doctor		
Medical Conditions		
Does the student have any history of previous illness that may affect their enrolment, including mental illness?		
<input type="checkbox"/> Yes <input type="checkbox"/> No		
If 'Yes' please provide details or attach supporting documents as part of your application		
Please tick the appropriate box if you suffer from or have suffered from any of the following medical conditions:		
<input type="checkbox"/> Asthma	<input type="checkbox"/> Diabetes	<input type="checkbox"/> Back/Neck problems
<input type="checkbox"/> Glandular Fever	<input type="checkbox"/> Migraines	<input type="checkbox"/> HIV or Aids
<input type="checkbox"/> HIV or Aids	<input type="checkbox"/> Hepatitis A, B or C	<input type="checkbox"/> Tuberculosis
<input type="checkbox"/> Epilepsy	<input type="checkbox"/> Heart Condition	<input type="checkbox"/> ADD or ADHD
<input type="checkbox"/> Allergies	<input type="checkbox"/> Food Allergies	<input type="checkbox"/> Allergy to bee/wasp stings
<input type="checkbox"/> Depression/Anxiety	<input type="checkbox"/> Eating Disorder	
<input type="checkbox"/> Other: (Please describe)		
Does the student have any existing medical conditions and or implants the College should be aware of?		
<input type="checkbox"/> Yes <input type="checkbox"/> No If 'Yes' please provide details or attach supporting documents as part of your application		

Is the student currently on any medication?	
<input type="checkbox"/> Yes <input type="checkbox"/> No If 'Yes' please provide details or provide supporting documents as part of your application	
<i>Please note: If you suffer from conditions requiring medication, it is advisable to bring your own medication to NZ. You will be required to notify the school regarding any medications that you bring with you.</i>	
I agree for the student to be given panadol for pain relief at Rolleston College	<input type="checkbox"/> Yes <input type="checkbox"/> No
Health Services	
I agree for the student to have access to Health Services while at Rolleston College	<input type="checkbox"/> Yes <input type="checkbox"/> No
I understand that If I do not wish my child to access these services, or if there is any medication he/she cannot have I will notify the College in writing.	<input type="checkbox"/> Yes <input type="checkbox"/> No

## INSURANCE

Most international students are not entitled to publicly funded health services while in New Zealand. So if your child receives medical treatment, has an accident or requires dental care during your visit, you may be liable for the full costs of that treatment and related costs. As such international students in New Zealand **must have appropriate and current medical and travel insurance for the duration of their study.** This can be arranged through your Agent or Rolleston College at the parent's expense.

<b>Insurance Details</b>	
Insurance Options	
Do you wish to purchase insurance through the school?	
<input type="checkbox"/> Yes (Rolleston College to arrange) <input type="checkbox"/> No (We will arrange my own insurance)	
Own Insurance	
If you are providing your own insurance via an agent please provide the name of your insurer:	
Policy number:	
Insurance cover start date: :                      /                      /	Insurance cover expiry date:                      /                      /
<a href="#">Supporting documents to include and submit with application</a> <input type="checkbox"/> Sourced your own insurance, provide a copy of the policy with coverage details.	

## GENERAL

<b>Learning Information</b>	
Has the student received learning / behavioural support (eg RTLB, Teacher Aide, SENCO etc)	
<input type="checkbox"/> Yes <input type="checkbox"/> No If 'Yes' please provide details or provide supporting documents as part of your application	
Do the student's parents speak or read English?	
<i>Speak English</i> <input type="checkbox"/> Yes <input type="checkbox"/> No	<i>Read English</i> <input type="checkbox"/> Yes <input type="checkbox"/> No
<a href="#">Supporting documents to include and submit with application</a> <input type="checkbox"/> School Report and academic achievements with English translations (if applicable) <input type="checkbox"/> Recent ESOL or equivalent English proficiency test results (if available)	

General Details	
Has the student previously studied at any other NZ school?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please state the name of the school:	
When	
Has the student been convicted or brought before any Courts and or charged with an offence?	
<input type="checkbox"/> Yes <input type="checkbox"/> No If 'Yes' please provide details.	
Is there anything further that the school needs to be aware of that may impact the suitability of the student as an international student?	
<input type="checkbox"/> Yes <input type="checkbox"/> No If 'Yes' please provide details.	

## ACCOMMODATION

Accommodation Requirements		
Please specify Accommodation Choice		
<input type="checkbox"/> Living with a Parent <input type="checkbox"/> Designated Caregiver <input type="checkbox"/> Homestay Carer <input type="checkbox"/> Temporary Accommodation <i>*for group Learners and short courses only</i>		
Student Interests		
<input type="checkbox"/> Art	<input type="checkbox"/> Music	<input type="checkbox"/> Reading
<input type="checkbox"/> Sports	<input type="checkbox"/> Outdoor Activities	<input type="checkbox"/> Travel
Other interests:		
Does the student have any food allergies or special dietary requirements?		
<input type="checkbox"/> Yes <input type="checkbox"/> No If 'Yes' please provide details.		

Designated Caregiver Details (If staying with a relative or close family friend)	
Name of caregiver:	
Address (in NZ):	
Home phone:	Mobile:
Email:	
Relationship to student:	
<input type="checkbox"/> <a href="#">Review, Complete and Sign Designated Caregiver Agreement (Section 3.0)</a>	

## 1.0 TUITION AGREEMENT

### 1.1 Tuition Terms and Conditions

#### Terms and Conditions:

1. For the purposes of this Agreement the following terms shall have the following meanings:

**Accommodation** means the residential accommodation provided to the Student pursuant to the Accommodation Agreement.

**Accommodation Agreement** means the agreement between the Student, the School, the Parents or Legal Guardians, which governs the Student's accommodation arrangements.

**Act** means the Education Act 1989.

**Agreement** means this Agreement including any schedules.

**Application Form** means the standard enrolment form which forms the cover page of Agreement.

**Code** means the Education (Pastoral Care of International Students) Code of Practice 2016.

**Fee** means fees payable by the Parents or Legal Guardians to the School as per the Fee Schedule.

**Fee Schedule** means the schedule of fees for Tuition, Accommodation and miscellaneous charges.

**Homestay** has the meaning as set out in the Code.

**Parents or Legal Guardians** means the parents or legal guardians referred to in the annexed Application Form.

**Residential Caregiver** has the meaning as set out in the Code.

**School** means the school referred to in the annexed Application Form.

**Student** means the student referred to in the annexed Application Form.

**Tuition** means the education of the Student at the School.

**Period of Study** means any period for which fees are paid and for the purpose of this Agreement the enrolment of the Student begins on the course start date stated in the Student's offer of place and ends on the course end date stated in the Student's offer of place.

2. Unless otherwise agreed in writing between the parties, the School's responsibility for the Student commences on the first day of the Period of Enrolment and ends on the last day of the Period of Enrolment, or in the event that the Student's Tuition is terminated, on the date of termination. The parties agree that any period of time in which the Student is in New Zealand before or after the Period of Enrolment will be at the risk of the Student and Parents/Legal Guardians and that the School will have no

legal or moral responsibility for what occurs during this period unless otherwise agreed in writing.

3. The School is not responsible for the Student if the Student chooses to leave New Zealand during the Period of Enrolment. Should the Student leave New Zealand during the Period of Enrolment other than as part of a School organised trip the School's responsibility for the Student shall cease upon Student's departure and resume upon the Student returning to New Zealand.
4. The School shall provide Tuition to the Student in accordance with School policies, the Code, the Act and any other applicable laws, in return for the payment of the Fee.
5. The Parents or Legal Guardians and Student agree that no changes to accommodation arrangements will be made whatsoever without the prior written agreement of the School.
6. The Parents or Legal Guardians and Student agree to comply with the immigration requirements as set out in the Immigration Act 2009, and any immigration conditions applicable to the Student's stay in New Zealand. The Parents or Legal Guardians and Student understand that the School has an obligation to report any breaches of the immigration requirements to the appropriate immigration authority.

The Student must maintain an up-to-date visa as stipulated by Immigration New Zealand.

7. The Parents or Legal Guardians and the Student agree that this Agreement is subject to an Accommodation Agreement or Designated Caregiver Agreement being entered into by all relevant parties.
8. The Fee must be paid to the School in advance of each period of study or as otherwise directed by the School. The Parents or Legal Guardians and the Student agree to comply with school policies and procedures regarding the payment of the Fee.
9. If Tuition is terminated by the School during a Period of Study, in accordance with the Act and the Code, any refund of the Fee applicable to that Period of Study will be assessed in accordance with school policies and procedures.
10. The Parents or Legal Guardians and the Student, who have signed this Agreement irrevocably appoint and authorise the principal of the School (or such other person as may be appointed by the School to carry out the principal's duties) to:
  - (a) Receive information from any person, authority, or corporate body concerning the Student including, but not limited to, medical, educational or welfare information;
  - (b) Provide consents that may be necessary to be given on the Student's behalf in the event of a medical emergency where it is not reasonably practicable to contact the Parents or Legal Guardians.
11. The Parents or Legal Guardians irrevocably authorise the principal of the School to advise the Residential Caregiver (whether or not arranged through the school) of all matters

and information required to be provided to the Parents or Legal Guardians and agree to appoint the Residential Caregiver in New Zealand to receive such information in substitution for the Parents or Legal Guardians.

12. The Parents or Legal Guardians agree to provide the School with academic, medical or other information relating to the wellbeing of the Student as may be requested from time to time by the School.

If the Parents or Legal Guardians provide misleading information or fail to disclose information about the Student to the School, such that the School has to change or modify the level of Tuition or Accommodation required by the Student, the School may charge the Parent or Legal Guardians such fees as required to adequately compensate for such additional requirements. For avoidance of doubt, the obligation to disclose information continues during the term of this Agreement and the Parents and Legal Guardians are obliged to notify the School in respect of any changing conditions in relation to the Student.

13. The Student and the Parents confirm that:

- (a) The Student does not suffer from any medical condition or behavioural condition (including mental health conditions and allergies) that may negatively impact on the health, safety or education of the Student or any other student at the School, except as disclosed in writing in the Application Form;
- (b) The Student does not have any medical or other special needs that require additional support, except as disclosed in writing on the Application Form;
- (c) The Student has never been charged with or convicted of any crime, or the subject of other proceedings before any court, except as disclosed in writing on the Application Form;
- (d) All information in the Application Form is true and correct to the best of their knowledge and belief.

14. The Parents or Legal Guardians agree that it is a condition of enrolment that the Student has current and comprehensive travel and medical insurance. If requested, the Parents or Legal Guardians will provide the School with evidence of the relevant insurance policy. If appropriate evidence is not provided, the School may organise insurance it considers appropriate and pass on this cost to the Student or Parents.

15. The School shall at all times comply with the Health and Safety at Work Act 2015.

16. Nothing in this Agreement limits any rights that the Parents, Legal Guardians or Student may have under the Consumer Guarantees Act 1993.

17. It is acknowledged that provisions in the Act relating to the suspension, expulsion or exclusion of students will apply to the Student while in New Zealand. Any decision to expel or exclude the Student shall terminate this Agreement and the School's refund policy will apply.

18. The Student will comply at all times with school policies and procedures, the Code and the Act, and the Parents or Legal Guardians shall work with the School to ensure such compliance.

19. No party to this Agreement is liable to the other for failing to meet its obligations under this Agreement to the extent that

the failure was caused by an act of God or other circumstances beyond its reasonable control.

20. This Agreement shall be construed and take effect in accordance with the non-exclusive laws of New Zealand. In relation to any legal action or proceedings arising out of or in connection with this Agreement the Parents or Legal Guardians irrevocably:

- (a) Submit to the non-exclusive jurisdiction of the Courts of New Zealand; and
- (b) Agree that proceedings may be brought before any Court including any forum constituted under the Arbitration Act 1908 within New Zealand, and waive any objection to proceedings in any such Court or forum on the grounds of venue or on the grounds that the proceedings have been brought in an inconvenient forum.

21. Notices given under this Agreement must be in writing and given to the addresses set out in the Application Form. Those notices sent by post will be deemed to have been received ten (10) days after posting. The Parties also agree that email correspondence is a suitable means of communication and emails will be deemed to have been received when acknowledged by the party or by return email.

22. This Agreement contains the entire understanding of the parties and overrides any prior promises, representations, understandings or agreements. The terms of the Agreement may be changed by the School in consultation with the Student, and Parents or Legal Guardians, except where such change is required by New Zealand legislation or the Code. This Agreement shall continue in force during the Year of Study with the School.

23. The Parents or Legal Guardians and Student acknowledge that:

- (a) The School may obtain at any time from any person or entity any information it requires to process and/or accept the Student for admission to the School or to perform or complete any of the other purposes under this Agreement. The Parents or Legal Guardians and the Student authorise any such person to release to the School any personal information that person holds concerning the Student and/or Parents or Legal Guardians.
- (b) If the Student and/or Parents or Legal Guardians fail to provide any information requested in relation to the Student's admission to the School, the School may be unable to process the Student's application.
- (c) This Agreement is conditional at all times on the Student having accommodation in New Zealand which complies with the Code. If this condition is unable to remain fulfilled, then this Agreement will be at an end.
- (d) Personal information of the Student and/or Parents or Legal Guardians collected or held by the School is provided and may be held, used and disclosed to enable the School to process the Student's eligibility to receive Tuition at the School and Accommodation.
- (e) The Parents agree that where the Student lives in a School approved Homestay, this Agreement is subject to an Accommodation Agreement being entered into by the School and the Parents. Where the Student lives with a Designated Caregiver, this Agreement is subject to a Designated Caregiver Agreement being

- entered into by the School, the Parents and the Designated Caregiver. In either case, a breach by the Student of the Accommodation Agreement or of the Designated Caregiver Agreement will be deemed to be a breach of this Agreement.
- (f) All personal information provided to the School is collected and will be held by the School.
  - (g) The Student and Parents or Legal Guardians have the right under the Privacy Act 1993 to obtain access to and request corrections of any personal information held by the School concerning them.
  - (h) Under the Privacy Act 1993, any information collected may be provided to education authorities.
  - (i) Information relating to the education, health, welfare or safety of the Student, may be released to relevant parties outside the School, at the discretion of the School.
24. Photographs and videos of the Student may be used for the Student's records and in any publicity material for the School.
25. The School's responsibility for the Student ends on the last day of the Period of Study, or in the event that the Student's Tuition is terminated, on the date of termination.
26. The conditions in this Agreement apply for the whole time the Student is enrolled at the School during a Period of Study. The Agreement may be renewed on application to the School in writing. Renewal of this Agreement is at the sole and absolute discretion of the School and is subject to satisfactory performance and attendance by the Student, the issue of an offer of place for a further Period of Study and the payment of Fees.
27. Without limiting any obligations set out in school policies, the Parents or Legal Guardians and Student agree that the Student:
- (a) Must comply with school policies and procedures;
  - (b) Must comply with all terms of the Accommodation Agreement; and
  - (c) Must maintain an up-to-date visa as stipulated by Immigration New Zealand.
28. The parties acknowledge that prior to signing this Agreement, they have had the opportunity to seek independent legal advice in respect of its content and effect.
29. The Parents and the Student, who have signed this Agreement irrevocably appoint and authorise the principal of the School (or such other person as may be appointed by the School to carry out the principal's duties) to:
- (a) Receive information from any person, authority, or corporate body concerning the Student including, but not limited to, medical, financial, educational or welfare information;
  - (b) Provide consents that may be necessary to be given on the Student's behalf in the event of a medical emergency where it is not reasonably practicable to contact the Parents.
30. This Agreement may be executed in one or more counterparts, each of which when so executed and all of which together shall constitute one and the same Agreement. Delivery of executed counterparts may be delivered by email or facsimile transmission.

31. The parties agree that any dispute in relation to this Agreement will be resolved in accordance with the Code and the School Policy and Procedures.

## 1.2 Fees, Payments, Refunds

### Fee Protection

1. Rolleston College will ensure International Student Fees are processed in a manner that is consistent with normal accounting practice and audited on an annual basis.
2. International Student Funds will be secured from misappropriation, and be available to the student in accordance with the Refund Policy and in accordance with the Education Act should the school not be able to continue to provide tuition.
  - (a) Funds from international student fees will be separately coded and accounted for.
  - (b) The Board of Trustees will ensure that there are always sufficient cash reserves available to refund unspent international fees throughout the year.
  - (c) Accounting and administration procedures are in place to record and identify funds held on behalf of each individual student.
  - (d) Funds shall be released to the school for course costs not more often than fortnightly, in arrears. Where funds are held by the school on behalf of other parties (e.g. homestay payments) then funds shall be released for payment as required.
3. Where the College fails to provide the agreed course of education or is no longer a signatory to the Code or no longer operates as an international education provider, the College will negotiate with the student or their family to either:
  - (c) Refund the unused portion of international student tuition fees or other fees paid for services not delivered or
  - (d) Transfer the amount of any eligible refunds to another provider

### Enrolment and Payment of Fees

4. The Fee must be paid to the School in advance of each period of study or as otherwise directed by the School. The Parents or Legal Guardians and the Student agree to comply with school policies and procedures regarding the payment of the Fee
5. Where a Student has not confirmed Enrolment by payment of fees by the due date for payment, the Principal may, at his/her discretion, cancel the Student's Enrolment to make places available to other Students waiting to take up places at Rolleston College.
6. Students who enrol for more than one semester and do not pay for the first of those semesters may have their Enrolment cancelled from subsequent semesters.

Refer to the [Rolleston Colleges International Learner Policy](#) included in the College's Enrollment Pack.



## Refund Policy

7. If an international student fails to obtain an appropriate study visa, a refund of international student tuition fees will be provided less an administration fee and withdrawal fee.
8. If an international student voluntarily withdraws before the start date of their enrolment, a refund will be provided less any relevant non-refundable fees set out in the school policy. The student may apply to the Principal in writing clearly stating the circumstances of their withdrawal and requesting consideration of a refund.
9. There will be in principle, no refunds for a voluntarily withdraw after the first two weeks a student is at the College, except under exceptional circumstances and at the discretion of the Principal.
10. If Tuition is terminated by the School during a Period of Study, in accordance with the Act and the Code, any refund of the Fee applicable to that Period of Study will be assessed in accordance with school policies.
11. If a student voluntarily withdraws from the College before the completion of the year for which he/she has been enrolled, the student may apply to the Principal in writing clearly stating the circumstances of their withdrawal and requesting consideration of a refund.
12. In arriving at the decision of the amount to be refunded to the student, the Principal will take into account:
  - (a) the costs already incurred by the College (including the Government levy and any agent's fees)
  - (b) the salaries of staff already committed for the duration for the course
  - (c) the amount covering the use of facilities and resources to the date of withdrawal.
- (d) the non-refundable Administration Fee (NZ\$300) will not be refunded under any circumstances
- (e) an early withdrawal fee (NZ\$500) will be deducted from any refund.
- (f) once the insurance is purchased, the School is unable to refund insurance premiums paid on behalf of the Student. Students and Parents may apply directly to an insurance company for a refund of premiums paid.
- (g) Homestay placement fees meet the cost of processing a request for homestay accommodation by the Student. Costs incurred for arranging homestay accommodation for the Student prior to the refund request, cannot be refunded.
- (h) Homestay fees paid for the time the Student has already spent in a homestay cannot be refunded. Used homestay fees may also include a notice period of two weeks.
13. No refund of international student tuition fees will be made where:
  - (a) a student is excluded from the school by the Board of Trustees for breach of contract.
  - (b) a student voluntarily requests to transfer to another signatory.
  - (c) a student changes to domestic student status during the period of enrolment.

## Dispute

14. The parties agree that any dispute in relation to this Agreement will be resolved in accordance with the Code and the School Policy and Procedures.

Refer to [Rolleston Colleges International Learner Complaints Process](#) included in the College's Enrollment Pack.

## Tuition Agreement Declaration and Authorisation

We declare that the information contained in this application is true and complete. We understand that any false or incomplete information submitted in support of this application may invalidate this application and may result in the withdrawal of an offer of enrolment. We agree that we have received sufficient information to make an informed decision about enrolment at the School.

*This an important legal document, please read all clauses carefully.*

### EXECUTION

#### Parents/Legal Guardian Authorisation

**Parents/Legal Guardians** By signing below, the Parents or Legal Guardians (as applicable) confirm that they have read the Agreement and agree to be bound by it in all respects:

Parent One Details (or legal guardian) - Name must be as it appears on your passport	
Parent / Legal Guardian Name	
Signature (s):	
Date	

Parent Two Details (or legal guardian) - Name must be as it appears on your passport	
Parent / Legal Guardian Name	
Signature (s):	
Date	

#### Student Declaration and Authorisation

**Student** By signing below, the Student confirms he/she has read and understood the Agreement and agrees to abide by the Code, School Policies and (to the extent applicable) the Agreement:

Student Name - Name must be as it appears on your passport	
Student Legal Name	
Signature (s):	
Date	

#### Rolleston College Authorisation

By signing below, the authorised signatory of the School confirms that they are authorised to sign on behalf of the School, and confirms that the School will be bound by the Agreement in all respects:

School Signatory	
Authorised Signatory of School	
Signature (s):	
Date	

## 2.0 HOMESTAY ACCOMMODATION INDEMNITY AGREEMENT

*\* Complete IF student is to live in a School Approved Homestay while enrolled at Rolleston College.*

### 2.1 HOMESTAY TERMS AND CONDITIONS

1. For the purposes of this Agreement the following terms shall have the following meanings:

**Accommodation** means the residential accommodation provided to the Student pursuant to this Agreement.

**Accommodation Requirements** means the rules and requirements of the Accommodation as set out in Schedule One.

**Agreement** means this Accommodation Agreement between the Student, School, and Parents which governs the Student's Accommodation arrangements.

**Application Form** means the standard enrolment application form.

**Code** means the Education (Pastoral Care of International Students) Code of Practice 2016 as updated from time to time and available online at [www.legislation.govt.nz](http://www.legislation.govt.nz) under Education (Pastoral Care of International Students) Code of Practice 2016.

**Enrolment Agreement** means the agreement between the Student, the School and the Parents which governs the Student's Tuition.

**Homestay** has the meaning as set out in the Code.

**Parents** means the Mother and Father referred to in the Application Form.

**Residential Caregiver** means the person responsible for the Student at the Accommodation.

**Residential Caregiver Agreement** means an agreement between the School and the Residential Caregiver.

**School** means the school referred to in the Application Form.

**Student** means the International Student residing at the Accommodation as referred to in the Application Form.

**Tuition** means the education of the Student at the School.

2. The School is a signatory to and complies with the Code. Every international student is required to reside at an Accommodation approved by the School using the process set out in the Code.

- (a) Assess suitability and select homestay placements, homestay carer and residential facilities;
- (b) Police vet anyone over the age of 18 who lives in the household or has regular access to the student;
- (c) Monitor the placement, and meet with the student to ensure accommodation is suitable;
- (d) Work with Parents and Residential Caregivers to provide a caring environment for the student;
- (e) Support Parents and Residential Caregivers if there are any problems;

- (f) Provide 24-hour emergency care 7 days a week if and when a student has an accident;
  - (g) Provide an interpreter if necessary;
  - (h) Inform Parents and Caregivers if there are any problems with the Student at school or in Homestay Accommodation;
  - (i) Provide homestays with a contact who is available 24/7 to assist in difficult circumstances;
  - (j) If there is a concern about the welfare of the students, the school will consult the pastoral care staff within the educational institution and will discuss the concern with the homestay caregivers (or hosts) and parents of the student. If necessary, the school may relocate the student to another approved homestay. The school may also refer the matter to the New Zealand Police or any other appropriate welfare agencies.
  - (k) Provide up-to-date information about school activities via school newsletters;
  - (l) Provide Residential Caregivers with information to support them in caring for their student;
3. The Parents and Student agree to adhere to the following terms and conditions of the Accommodation:
- (a) The School agrees that all information regarding the Residential Caregiver, the Parents and the Student relating to the Accommodation will be kept confidential, except disclosure:
    - i. To the Student, the Parents or Residential Caregiver (as the case may be);
    - ii. To any professional consultant or such person where it is in the interests of the Student to provide the information;
    - iii. Pursuant to any statutory or other legal duty.
  - (b) The Parents confirm that they have read and understood the School's refund policy.
  - (c) If the Parents provide misleading information or fail to disclose information about the Student the School may (in its sole discretion):
    - i. Charge the Parent such fees as required to adequately compensate for additional requirements due to the lack of disclosure; or
    - ii. Terminate this Agreement.
  - (d) The Parents or the Student have the right under the Privacy Act 1993 to obtain access to and request corrections of any personal information held by the School concerning them in relation to the Student's placement with a Residential Caregiver.
  - (e) Under the Privacy Act 1993, any information collected may be provided to education authorities.
  - (f) These terms and conditions may be varied by the School (acting reasonably) upon reasonable notification from time to time and will continue to apply until notified otherwise.

4. In New Zealand it is illegal to leave children under 14 on their own without taking reasonable steps for their care and supervision. Parents or Legal Guardians of the Student will arrange alternative care arrangements at the full cost and expense of the Parent/s.
5. The initial appointment and ongoing engagement of the Residential Caregiver is subject at all times to:
  - (a) the Residential Caregiver and the School entering into a Residential Caregiver Agreement; and
  - (b) the School's usual requirements and policies in relation to the Accommodation.
6. The School will ensure that to the best of its ability:
  - (a) The Accommodation provides a safe, positive and healthy environment for the Student and complies with the Code;
  - (b) The Residential Caregiver's appointment has not involved any form of gift (financial or otherwise) to or from a third party;
  - (c) The appointment of the Residential Caregiver does not represent any actual or perceived conflict of interest, and that any possible conflict of interest has been notified to the School;
  - (d) The Residential Caregiver will take all reasonable steps to ensure the Student's compliance with New Zealand laws (including, where appropriate, informing the Student of such laws), and will immediately report any possible legal breach to the School; and
  - (e) The Student only engages in lawful, responsible and positive recreational activities outside of School.
7. Unless otherwise agreed in writing by the parties, the Parents provide consent to the Student's Homestay or Residential Caregiver (where applicable) for the Student to undertake supervised leisure travel and overnight stays within New Zealand for a period of not more than seven days where the leisure travel or stay does not involve the Student participating in any adventure activities or extreme sports or result in the Student missing any scheduled school days.
8. The School will seek specific written consent from the Parents for leisure travel or overnight stays of more than seven days or results in the Student missing any scheduled school days.
9. The Student shall seek specific written consent from the School before the Student, being a Student of any age, participate in any activities while in the care of the Student's Homestay or Residential Caregiver (where applicable) which are considered to be adventure activities or extreme sports. The School shall only give such Consent where approved by the Parents in terms of the Contact of Enrolment.
10. The School may take such measures as it considers appropriate (acting reasonably) to monitor compliance with the Code. This may include, without limitation, regular check-ins with both the Student and the Residential Caregiver.

#### **Student Expectations**

11. The Student will comply at all times with the Accommodation Requirements and the Parents shall work with the School to ensure such compliance.

Including and not exclusive to

- (a) To comply with all laws of New Zealand including those relating to the consumption of alcohol, cigarettes and illegal substances
  - (b) To not engage in any social or leisure activities that may place them in undue danger or risk of harm
  - (c) To obtain written permission from Parents and the School prior to obtaining any tattoo, piercing or other bodily embellishments
  - (d) To not drive a motor vehicle.
  - (e) To comply with all Homestay rules, expectations and curfews set by the School and Homestay parents.
  - (f) To not use or apply hair dyes or smoke cigarettes or engage in any other activity that may cause damage to the home or property at the Homestay.
  - (g) To keep the Homestay parents informed of their whereabouts at all times.
  - (h) To not travel outside the local area of the School without prior written permission of the School.
  - (i) To respect the privacy, values and property of the Homestay.
12. The Student will treat the accommodation provided by the Residential Caregiver with due care and respect. The Student and Parents liable for costs associated with repairing any damage caused to the Accommodation by the Student. For avoidance of doubt, the School is not responsible for any damage caused to the Accommodation by the Student.
  13. Parents agree that if behaviours or conditions emerge with Student after placement with a Residential Caregiver such that the Residential Caregiver is unable to provide the level of accommodation or care required for the safety and wellbeing of the Student, the School may (in its sole discretion):
    - (a) Charge the Parent such fees as required to adequately compensate for additional requirements due to the lack of disclosure, conditions and or behaviour of student.
    - (b) Terminate this Agreement.

## **2.2 Fees, Payments, Refunds**

### **Fee Protection**

14. Rolleston College will ensure International Student Fees are processed in a manner that is consistent with normal accounting practice and audited on an annual basis.
15. International Student Funds will be secured from misappropriation, and be available to the student in accordance with the Refund Policy and in accordance with the Education Act should the school not be able to continue to provide tuition.
  - (a) Funds from international student fees will be separately coded and accounted for.
  - (b) The Board of Trustees will ensure that there are always sufficient cash reserves available to refund unspent international fees throughout the year.

- (c) Accounting and administration procedures are in place to record and identify funds held on behalf of each individual student.
- (d) Funds shall be released to the school for course costs not more often than fortnightly, in arrears. Where funds are held by the school on behalf of other parties (e.g. homestay payments) then funds shall be released for payment as required.

### Homestay Fees, Payments and Refunds

- 16. The Parents must pay all accommodation fees to the School in accordance with the School's fee schedule.
- 17. The Parents of Students in homestay accommodation must make homestay payments in advance of the accommodation period at the beginning of each term or start of year.
- 18. If the student moves out of his/her homestay before the end of the time that has been contracted for, the amount of the prepaid homestay fees not used will be refunded less any debts owing to the homestay family.

In arriving at the decision of the amount to be refunded to the student, the Principal will take into account

- (a) If a student does not take up his/her homestay for any reason there will be a full refund less a Placement Fee portion of the Homestay Support fee ie NZ\$300.
  - (b) If a student has approved leave from the homestay during the school year, there will be no reduction in homestay fees paid.
  - (c) If it is voluntary withdrawal after the homestay placement has started the fee portion of the Homestay Support Fee of NZ\$300 will not be returned.
  - (d) Student hasn't breached the Homestay Contract regarding Student Expectations: Behaviour and or Conduct (Refer to Student Expectations)
  - (e) Behaviours or conditions emerge with Student after placement with a Residential Caregiver such that the Residential Caregiver is unable to provide the level of accommodation or care required for the safety and wellbeing of the Student.
- 19. Rolleston College will not be liable for any costs, expenses, damages or other claims against the Homestay Carer arising from any acts or omissions of the student.
  - 20. Rolleston College will only be liable for the payments set out in these terms and conditions for the period that the host is providing homestay accommodation for the student.
  - 21. The terms and conditions may be varied by Rolleston College upon written notification from time to time and will continue to apply to the provision of homestay accommodation by the host until notified otherwise

### 2.3 Disputes and Termination

#### Disputes

- 22. The parties agree that any dispute in relation to this Agreement will be resolved in accordance with the Code and the School Policy and Procedures.

Refer to [Rolleston Colleges International Learner Complaints Process](#) included in the College's Enrollment Pack.

#### Termination

- 23. The Parents, School or Home Stay Caregiver may terminate the homestay arrangement without the need to provide reasons, upon giving the other party two weeks' written notice.

Notice must be given in writing to the Administrator and Homestay Carer and or by paying two weeks accommodation fees in lieu of notice.

- 24. The School reserves the right to terminate this Agreement if the Student is in breach of the Accommodation Requirements.
- 25. Where this Agreement is terminated, fees may be refunded in accordance with School Policies and Procedures.

### 2.4 General

#### General

- 26. This Agreement shall be construed and take effect in accordance with the non-exclusive laws of New Zealand. In relation to any legal action or proceedings arising out of or in connection with this Agreement, the Parents irrevocably:
  - (a) submit to the non-exclusive jurisdiction of the Courts of New Zealand; and
  - (b) agree that proceedings may be brought before any Court including any forum constituted under the Arbitration Act 1908 within New Zealand, and waive any objection to proceedings in any such Court or forum on the grounds of venue or on the grounds that the proceedings have been brought in an inconvenient forum.
- 27. Notices given under this Agreement must be in writing and given to the addresses set out in the Application Form. Those sent by post will be deemed to have been received ten (10) days after posting. The Parties agree that email correspondence is a suitable means of communication and emails will be deemed to have been received when acknowledged by the party or by return email.
- 28. This Agreement contains the entire understanding of the parties and overrides any prior promises, representations, understandings or agreements.
- 29. The parties acknowledge that prior to signing this Agreement, they have had the opportunity to seek independent legal advice in respect of its content and effect.

#### Execution

- 30. This Agreement may be executed in one or more counterparts, each of which when so executed and all of which together shall constitute one and the same Agreement. Delivery of executed counterparts may be delivered by email or facsimile transmission

## Homestay Indemnity Agreement Declaration and Authorisation

We declare that the information contained in this application is true and complete. We understand that any false or incomplete information submitted in support of this application may invalidate this application and may result in the withdrawal of an offer of enrolment. We agree that we have received sufficient information to make an informed decision about enrolment at the School.

### EXECUTION

#### Parents/Legal Guardian Authorisation

By signing below, the Parents or Legal Guardians (as applicable) confirm that they have read the Agreement and agree to be bound by it in all respects:

Parent One Details (or legal guardian) - Name must be as it appears on your passport	
Parent / Legal Guardian Name	
Signature (s):	
Date	

Parent Two Details (or legal guardian) - Name must be as it appears on your passport	
Parent / Legal Guardian Name	
Signature (s):	
Date	

#### Student Declaration and Authorisation

By signing below, I the Student confirms he/she has read and understood the Agreement and agrees to abide by the Code, School Policies and (to the extent applicable) the Agreement:

Student Name - Name must be as it appears on your passport	
Student Name	
Signature (s):	
Date	

#### Rolleston College Authorisation

By signing below, the authorised signatory of the School confirms that they are authorised to sign on behalf of the School, and confirms that the School will be bound by the Agreement in all respects:

School Signatory	
Authorised Signatory of School	
Signature (s):	
Date	

### 3.0 DESIGNATED CAREGIVER AGREEMENT

*\* Complete ONLY IF student is to live with a Designated Caregiver*

This is an agreement between the Parent/s, the Designated Caregiver and the School (the Agreement).

<b>School Name</b>	Rolleston College (654)
<b>Student Name</b>	
<b>Parent One Details (or legal guardian)</b>	
<b>Parent Two Details (or legal guardian)</b>	
<b>Name of Designated Caregiver (relative or close family friend)</b>  <b>Address:</b>	
<a href="#">□ Designated Caregiver Details provided in Accommodation Section(Page 5)</a>	

#### 3.1 Terms and Conditions

- 1) The Parents / Legal Guardians agree that the Designated Caregiver will provide residential care for the Student while enrolled as an international student at the School.
- 2) The School will provide, and the Designated Caregiver has read and understood, the sections of the Education (Pastoral Care of International Students) Code of Practice 2016 (the Code) relevant to residential caregivers and the Information for Residential Caregivers booklet and agrees to act as Designated Caregiver to the Student in accordance with these requirements.
- 3) The School agrees that all information regarding the Designated Caregiver relating to the Agreement will be kept confidential, except disclosure to the Student or their parents or their legal guardians, to any professional consultant or such person where it is in the interests of the Student to provide the information or pursuant to any statutory or other legal duty.
- 4) Approval is required from the School prior to the Student's placement with the Designated Caregiver.
- 5) The Designated Caregiver agrees that approval will be provided only after appropriate safety and other checks have been completed by the School in accordance with the Code and school policies.
- 6) Failure by the Designated Caregiver to provide the residential care required by the School and the Code may result in the school's approval of the Designated Caregiver being withdrawn.
- 7) In the event the school withdraws its approval of the Designated Caregiver, the Agreement is terminated and the Student will be placed in alternative accommodation approved by the School at the full cost and expense of the Parent/s.
- 8) The School may take such measures as it considers appropriate (acting reasonably) to monitor and review the quality of residential care by the Designated Caregiver and this may include, without limitation, regular visits to the Designated Caregiver and meetings with both the Student and the Designated Caregiver.
- 9) The Designated Caregiver will provide the School with fourteen days (14) days prior notice of any change in circumstances that may affect the Agreement. This includes any change of Residence or any change to the number of adults over eighteen (18) years of age living at the Residence.
- 10) The Parent/s agree that the School is not responsible for the Student's care while in the custody of the Designated Caregiver.**
  - a) Be a 'bona fide' adult relative/close family friend of the student's family;
  - b) Provide a warm, caring environment, where the physical and emotional well-being of the student can be nurtured;
  - c) Provide three meals a day and access to snacks;
  - d) Provide a warm, comfortable room for the student, including study facilities;
  - e) Set reasonable rules and boundaries and discuss expectations of these with the student;
  - f) Ensure safety for students under the age of 14; they should not be left alone in the house without adult supervision;
  - g) Attend parent/teacher conferences/interviews when held;
  - h) Ensure that the school has up-to-date information of parents', addresses and student's and designated caregiver's address and contact numbers at all times;
  - i) Contact parents the school immediately if there are any concerns whatsoever concerning the welfare, health and safety of student;
  - j) Inform parents first in advance if the caregiver is going to be absent, and then the school following approval from parents of the temporary contact details for the student.
  - k) Maintain regular contact with the parents, the school about the student's educational progress and welfare.
- 11) In New Zealand it is illegal to leave children under 14 on their own without taking reasonable steps for their care and supervision. A Designated Caregiver will arrange alternative

- care arrangements at the full cost and expense of the Parent/s.
- 12) The Student will treat the accommodation provided by the Designated Caregiver (“Accommodation”) with due care and respect and the Student is liable for costs associated with repairing any damage caused to the Accommodation by the Student. For avoidance of doubt, the School is not responsible for any damage caused to the Accommodation by the Student.
- 13) The parties agree that any dispute in relation to this Agreement will be resolved in accordance with the Code and the school policies.
- 14) This Agreement may be executed in one or more counterparts, each of which when so executed and all of which together shall constitute one and the same Agreement. Delivery of executed counterparts may be delivered by email or facsimile transmission.

### Designated Caregiver Authorisation and Execution

We declare that the information contained in this application is true and complete. We understand that any false or incomplete information submitted in support of this application may invalidate this application and may result in the withdrawal of an offer of enrolment. We agree that we have received sufficient information to make an informed decision about enrolment at the School.

#### EXECUTION

##### Parents/Legal Guardian Authorisation and Execution

By signing below, the Parents or Legal Guardians (as applicable) confirm that they have read the Agreement and agree to be bound by it in all respects:

Parent One Details (or legal guardian) - Name must be as it appears on your passport	
Parent / Legal Guardian Name	
Signature (s):	
Date	

Parent Two Details (or legal guardian) - Name must be as it appears on your passport	
Parent / Legal Guardian Name	
Signature (s):	
Date	

##### Designated Caregiver Authorisation and Execution

By signing below, the Designated Caregiver confirms that they have read the Agreement and agrees to be bound by it in all respects:

Designated - Name must be as it appears on your passport / Drivers Licence	
Designated Caregiver Legal Name	
Signature (s):	
Date	

##### Rolleston College Authorisation and Execution

By signing below, the authorised signatory of the School confirms that they are authorised to sign on behalf of the School, and confirms that the School will be bound by the Agreement in all respects:

School Signatory	
Authorised Signatory of School	
Signature (s):	
Date	



## 4.0 Education Outside the Classroom

Rolleston College believes in using a range of environments and experiences to enhance learning. We have ready access to the beach, rivers and mountains in our area and beyond. We are also close to various built environments in our community and beyond. These areas are rich learning environments for our learners both in and out of school. They need to learn how to be safe. Our school also values the concept of providing learners with opportunities. Thus some of the learning occurs beyond the school site and this document is seeking your consent for your children to participate in such learning.

Education outside the classroom (EOTC) is the name given to all events/activities that occur outside a timetabled class space at Rolleston College, both on and off the school site. This includes sports and recreational activities. We identify three activity types, each with recommended types of parent/caregiver consent.

Type of Event	Description	Type of consent
<b>A</b>	<b>On-site in the school grounds</b>	
	(i) Lower risk environments - measurements tasks for mathematics, physics/chemistry practical experiments, sports activities, running a barbecue, etc.	(i) Blanket Consent (sign below)
<b>B</b>	<b>Off-site events in the local community (not overnight activities)</b>	
	(i) Lower risk environments - field trips to local parks, work experience, training for, sports events, etc	(i) Blanket Consent (sign below)
	(ii) Higher risk environments - swimming at the local pool, water-based activities, rugged terrain	(ii) Separate Consent for each event or programme
<b>C</b>	<b>Off-site residential or overnight events</b>	
	(i) Lower risk environments - sports/cultural trips outside of the greater Christchurch area, overnight trips, etc.	(i) Separate Consent for whole trip
	(ii) Higher risk environments - overseas trips, camps involving water-based activities, camps involving adventure based activities	(ii) Separate Consent for each event or programme

*All EOTC activity categories require an analysis of the risks/safety action plan, identification of the management strategies required to eliminate, isolate and minimise the risk. All adults that help in the management or transportation of such activities will have been appropriately vetted prior. Emergency procedures are also in place.*

### EOTC Authorisation and Execution

**Parents/Legal Guardian** By signing below, the Parents or Legal Guardians (as applicable) confirm participation of student in owner risk category A & B EOTC events while a learner at Rolleston College.

Parent One Details (or legal guardian) - Name must be as it appears on your passport	
Parent / Legal Guardian Name	
Signature (s):	
Date	

Parent Two Details (or legal guardian) - Name must be as it appears on your passport	
Parent / Legal Guardian Name	
Signature (s):	
Date	

## 5.0 Information Communication and Technology (ICT) Agreement

Digital technologies have become integral to the lives of children and young people, both within schools and outside school. These technologies are powerful tools, which open up new opportunities for everyone. These technologies can stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning.

Rolleston College maintains a comprehensive ICT infrastructure, including an extensive school Wi-Fi network in return. As a College we will make every effort to develop school systems that ensure our users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk. In return we expect the students to agree to be responsible users and agree to the follow terms.

### 5.1 ICT Terms and Conditions

1. I understand that I must use school ICT systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the ICT systems and other users.
2. I cannot use school ICT equipment until my parent and I have read and signed my user agreement form and returned it to school.
3. I will keep my username and password safe and secure
  - a) I will not share it,
  - b) I understand that I should not write down or store a password where it is possible that someone may steal it.
  - c) nor will I try to use any other person's username and password.
4. I will not disclose or share personal information about myself or others when online (this could include names, addresses, email addresses, telephone numbers, age, gender, educational details, financial details etc )
5. While at school or a school related activity, I will not have any involvement with any ICT material or activity which might put myself or anyone else at risk (e.g. bullying or harassing).
6. I understand that I must not at any time use ICT to upset, offend, harass, threaten or in any way harm anyone connected to the school or the school itself, even if it is meant as a joke.
7. I understand that the rules in this use agreement also apply to mobile phones. I will only use my mobile phone(s) at the times that I am permitted to during the school day.
8. While at school, I will not:
  - a) Access, or attempt to access, inappropriate, age restricted, or objectionable material
  - b) Download, save or distribute such material by copying, storing, printing or showing it to other people
  - c) Make any attempt to get around or bypass security, monitoring and filtering that is in place at school
  - d) If I accidentally access inappropriate material, I will:
  - e) Not show others
  - f) Turn off the screen or minimise the window and
  - g) Report the incident to a teacher immediately.
9. I understand that I must not download any files such as music, videos, games or programmes without the permission of a teacher. This makes sure the school complies with the Copyright Act 1994. I also understand that anyone who infringes copyright may be personally liable under this law.
10. I understand that these rules apply to any privately owned ICT equipment/device (such as a laptop, mobile phone, USB drive) I bring to school or a school related activity. Any images or material on such equipment/devices must be appropriate to the school environment.
11. I will not connect any device (such as a USB drive, camera or phone) to, or attempt to run any software on, school ICT without a teacher's permission. This includes all wireless technologies.
12. I will ask a teacher's permission before giving out any personal information (including photos) online about myself or any other person. I will also get permission from any other person involved. Personal information includes name, address, email address, phone numbers, and photos.
13. I will respect all ICT systems in use at school and treat all ICT equipment/devices with care. This includes:
  - a) Not intentionally disrupting the smooth running of any school ICT systems

- b) Not attempting to hack or gain unauthorised access to any system
  - c) Following all school cyber safety rules, and not joining in if other learners choose to be irresponsible with ICT
  - d) Reporting any breakages/damage to a staff member.
14. I understand that the school may monitor traffic and material sent and received using the school's ICT network. The school may use filtering and/or monitoring software to restrict access to certain sites and data, including email.
15. I understand that the school may audit its computer

network, Internet access facilities, computers and other school ICT equipment/devices or commission an independent forensic audit. Auditing of the above items may include any stored content, and all aspects of their use, including email.

16. I understand that if I break these rules, the school may inform my parent(s). In serious cases the school may take disciplinary action against me. I also understand that my family may be charged for repair costs. If illegal material or activities are involved, it may be necessary for the school to inform the police.

## ICT Authorisation, Agreement and Execution

### EXECUTION

#### Parents/Legal Guardian Authorisation

By signing below, the Parents or Legal Guardians (as applicable) confirm the need to keep students safe while using ICT, that they have read the Agreement and bound by it in all respects:

Parent One Details (or legal guardian) - Name must be as it appears on your passport	
Parent / Legal Guardian Name	
Signature (s):	
Date	

Parent Two Details (or legal guardian) - Name must be as it appears on your passport	
Parent / Legal Guardian Name	
Signature (s):	
Date	

#### Student Declaration and Authorisation

By signing below, I the Student confirms he/she has read and understood the Agreement and agrees to abide by the Code, School Policies and (to the extent applicable) the ICT Agreement:

Student Name - Name must be as it appears on your passport	
Student Name	
Signature (s):	
Date	

*Transforming our world*

*Takahurihia te ao*

*Our mission is to empower our learners to transform their lives, communities and futures.*

*Whakamanatia ngā ākonga kia pikia ngā taumata o nāianeī, o ngā tau kei te heke mai, ā-tangata, ā-hapori hoki.*



**Physical Address**

631 Springston Rolleston Road, Rolleston 7658  
Selwyn District, Canterbury, New Zealand

**Postal Address**

Po Box 86045, West Rolleston 7658  
Selwyn District, Canterbury, New Zealand

**Phone** +64 3 595 2490

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